

## 2021 Recertification Proposals

**STANDARD #1** In accordance with UCA §9-7-402 and 9-7-502, the Library's Board of Directors has five to nine current members.

Proposal: No Change

**STANDARD #2** Library Board meetings are held in compliance with Utah's Open Meetings Law, UCA §52-4-201, which includes the following requirements:

- Board meetings are open to the public
- Announcements of meetings with agendas are posted in accordance with UCA §52-4-202
- Written minutes are taken at each meeting
- Each board meeting is recorded, with the recording being made available to the public within three days
- If the library intends to have some or all of its board meetings online or by phone, the library or governing entity must have in place a rule governing electronic meetings.
- The Open Meetings Law is reviewed annually.

Proposal: No Change

**STANDARD #3** The Board has approved and is operating under a long-range plan. While the plan must cover at least a three-year time span, the Board and staff must review the plan on an annual basis.

The plan must contain:

- Mission and Vision statements
- Background information about the library
- Specific and quantifiable goals
- Provision for replacement and enhancement of library technology
- A plan for annual review of the long-range plan

Proposal: We will be flexible. If 2020 was the year the library would update their plan, and Covid uncertainty has made it difficult to plan for the future, this will not count against them.

**STANDARD #4** Internet Access Policy – The library has a current Internet and Online Access Policy in accordance with UCA § 9-7-215 and 216, and Utah Administrative Rule R458-2 and filters their public internet access according to these policies. The Internet and Online Access

Policy will be reviewed and reaffirmed by the board by June 30, 2019. \*Failure to comply with this standard will result in immediate decertification.

Proposal: No change. This was updated in 2019 and will need to be updated again in 2022.

**STANDARD #5** All Board members have had formal training or orientation the last twelve months. This training may include sessions led by the library director or local government representative, a Utah State Library consultant, or through attendance at relevant workshops. The purpose of this training is to ensure that every Board member has a clear understanding of their roles as Board members.

Training topics may include, but are not limited to:

- Legal responsibilities of the library board
- Utah's Open Meetings Law
- Internet and Online Access Policy
- Code of Ethics • Finances of the library
- Advocacy opportunities
- Differences in the roles, powers and responsibilities between the Library Board, Library Director and local governmental entity,

Proposal: We will be lenient. If the board has not been trained in the last twelve months it will not count against them. However, we will ask that they seek training ASAP.

**STANDARD #6** The names of all board members are available to the public. General contact information for the board's chair or secretary must be readily available at the library and on the website.

Proposal: No Change

**STANDARD #7** The Library has submitted the following: • CLEF Expenditure Report (Due annually in the Fall) • Annual Statistical report (Based on Library's fiscal year; due in September for City libraries and February for County libraries) • Summer Reading Program Evaluation Report (Due annually in the Fall)

Proposal: No change. This is not optional.

**STANDARD #8** Maintenance of Effort Compliance – The library jurisdiction complies with Maintenance of Effort (MOE) funding support for the library (the decrease in MOE is less than 10%). MOE is defined as follows: the percentage of change in average operational expenditures

(local government funds only) from the past three fiscal years prior to the previous fiscal year (e.g. an average of operational expenditures from 2016- 2018 will be used to measure the operational expenditures for 2019). MOE is calculated by the State Library based on expenditures reported in the Statistical Annual Report.

Proposal: We will be lenient. No agreement letters need to be signed, but we will inform libraries of MOE decrease.

**STANDARD #9** Local Government Support Compliance – 65% of library operating revenues come from jurisdictional tax revenues. This is calculated by the State Library based on revenues reported in the Statistical Annual Report.

Proposal: No change. This will only apply to libraries applying for initial certification in 2021.

**STANDARD #10** Qualifications of the Director / Staff The Library Director has an ALA accredited library degree or has received advanced formal training in the management of libraries or related institutions.

OR The Library Director has acquired, or will acquire the training in the management of libraries through the State Library's UPLIFT program within the State Library's designated timeframe. Newly appointed directors must complete the State Library's Director Orientation in a timely manner, in accordance with the schedule of the State Library

Proposal: We will be lenient as uplift was cancelled in the Spring.

**STANDARD #11** Training of Director and Staff – Training in areas that enhance work abilities. Libraries with less than 1 FTE: Library Director received at least 23 contact hours of training in the most recent year.

Libraries serving less than 25,000 with 1 FTE or more: Library staff and Director combined received at least 50 contact hours of training in the most recent year. At least 10 hours (20%) of these contact hours must be completed by staff members other than the Director.

Libraries serving 25,001 to 50,000: Library staff and Director combined received at least 100 contact hours of training in the most recent year. At least 30 hours (30%) of these contact hours must be completed by staff members other than the Director.

Proposal: Libraries will report their training, but we will be lenient if they fell short on hours.

**STANDARD #12** The Library has skilled technical support, either provided by city / county or through a private contractor, which adequately meets the library's needs to support and maintain the technology infrastructure

Proposal: No Change

**STANDARD #13** Internet Presence – The library maintains a website, which provides:

- Contact information for the library director
- A schedule of programs at the library
- A catalog of materials that allows the public to place holds and renew materials online • Resources available through Utah's Online Library
- A way for library users to contact library staff to obtain reference information or assistance

Proposal: No Change

**STANDARD #14** Operating Non-duplicated hours. Non-duplicated hours means that only one library in a system is counted for each time period. Evening / weekend hours means service hours on Saturday and Sunday, and after 5 PM on weekdays (30% of minimum open hours for the population category).

Libraries serving less than 2,500: 23 non-duplicated hours per week. At least 7 evening / weekend hours. Posted Weekly Hours \_\_\_\_\_

Libraries serving between 2,500 and 5,000: 25 non-duplicated hours per week. At least 8 evening / weekend hours. Posted Weekly Hours \_\_\_\_\_

Libraries serving between 5,001 and 25,000: 38 non-duplicated hours per week. At least 11 evening / weekend hours. Posted Weekly Hours \_\_\_\_\_

Libraries serving between 25,001 and 50,000: 52 non-duplicated hours per week. At least 16 evening / weekend hours. Posted Weekly Hours \_\_\_\_\_

Proposal: Not required for 2021 recertification.

We only know of one library that was not impacted by library closures. This is also the standard we have received the most concern over from directors.

**STANDARD #15** The Library has a collection development policy approved by the Library Board. The collection development policy must include:

- Statement of purpose
- Responsibility for selection
- Criteria for selection

- Description of selection process
- Handling of gift items
- Weeding (deselection)
- Steps for handling objections to materials

Proposal: No Change

**STANDARD #16** Internet connection speeds exceed 6 mbps (download) in all branch library locations.

Proposal: No Change

**STANDARD #17** A Building Inspection Checklist has been completed annually for each library location, including all branches. An inspection checklist required by the local governing or funding authority is acceptable. The State Library Building Inspection Checklist is available on the USL website: <http://library.utah.gov/certification>.

Proposal: No Change

**Benchmarks:** [make concessions, and be lenient across the board.](#)

**Quality:** [Exemplary Covid Designation will replace the quality library designation for 2021.](#)

### Exemplary COVID Designation Application

Library service in 2020 looked different than any other time. Our public libraries were quick to respond by adapting services to fit the requirements of pandemic safety. The Utah State Library Division recognizes those libraries that went above and beyond to provide service to patrons during the COVID-19 pandemic. Please answer the following questions illustrating how you provided these services during these challenging times and why you felt that response was above and beyond for your community. Some examples are included in each question.

- 1. How did you adapt your collection/circulation procedures to respond to the COVID-19 pandemic? Did you feel your response was above and beyond and if so, why?**

*(Example: Additional dollars were spent on the online collection to respond to COVID; Library added items to help with pandemic issues for circulation such as boredom busters, books about public health/pandemics/emotional management, etc, kits to support leisure activities)*

- 2. How did you adapt your technology offerings/services to respond to the COVID-19 pandemic? Did you feel your response was above and beyond and if so, why?**

*(Example: Wifi was offered outside of the building during closures, Wifi speeds/signal strength were boosted in response to the pandemic, Hotspots and/or devices were circulated to those in need, Additional technical support was given to patrons over the phone/internet, Staff was trained on technology measures/support)*

- 3. How did you adapt your programs and services (including curbside pick up, readers advisory, etc) to respond to the COVID-19 pandemic? Did you feel your response was above and beyond and if so, why?**

*(Example: The library took at least one program online; Make and take kits/other at home activities were created and given; Programs were offered outdoors or socially distanced; Libraries utilized other outdoor programs such as story walks, drive up activities, etc; If your building closed, you offered curbside or lobby pickup; Offered printing services to patrons who are waiting in their cars)*

- 4. How did you adapt your outreach programs to respond to the COVID-19 pandemic?**

**Did you feel your response was above and beyond and if so, why?** *(Example: Partnerships, Supported schools during online learning, Offered eCard signups)*

- 5. How did you implement safety measures for staff and patrons to respond to the COVID-19 pandemic? Did you feel your response was above and beyond and if so, why?**

*(Example: The library implemented safety protocols to put patron and staff safety first, PPE was available for all staff and patrons, Sanitizing measures were implemented)*

- 6. How did your staff adapt to respond to the COVID-19 pandemic? Did you feel their response was above and beyond and if so, why?**

*(Example: Staff time was used during the pandemic to complete a meaningful project, Staff still answered reference questions via online means or telephone during building closures, Supporting projects to respond to COVID19 (3D printing face shields, etc), Additional training hours were completed)*